

State of Connecticut
JOB POSTING

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Secretary 1
Bureau of Engineering and Construction**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current exam list (see Eligibility Requirement below)
Location: Newington, CT
Job Posting No: 31875
Hours: 40 hours per week
Salary: Pay Grade CL 14
Closing Date: **August 15, 2012, 4:00 p.m.**

Position Description: The Connecticut Department of Transportation has a Secretary 1 job opportunity available in the Bureau of Engineering and Construction, Division of Bridges and Facilities, Facilities Design Section, at the DOT Administration Building in Newington, Connecticut. This position is in the NP-3 (Clerical) bargaining unit.

Examples of duties of this position include considerable typing of documents, reports, letters, forms and tables; proof reading draft documents prepared by engineers and staff, and administrative tasks for the Facilities Design unit of 30 plus employees. This unit performs design work and administers multiple projects with outside consultants. Administrative tasks also include copying, mail handling, distribution of documents with critical schedules, filing, electronic file searches, greeting and accompanying consultants to meetings and taking phone messages for staff.

Preferred Knowledge, Skills and Abilities: Proficient use of Microsoft Outlook, Word, Excel, and PowerPoint and internet explorer; excellent typing and proofreading ability; knowledge of proper grammar, punctuation and spelling; interpersonal and organizational skills; ability to complete assignments within specified deadlines; ability to communicate effectively, both verbally and in writing; excellent attendance; clerical experience in a construction and/or engineering environment; familiarity with engineering documents.

Eligibility Requirement: Candidates must have passed the Secretary 1 exam and be on a current certification list promulgated by the Department of Administrative Services. State employees currently holding the above title or those who have previously attained permanent status in the class since their last date of hire may apply for lateral transfer.

Application Instructions: Submit a cover letter which states your interest and suitability for the position, and whether you are on a current Secretary 1 exam list or hold the title, [application \(State of CT form CT-HR-12\)](#) and resume to:

**Ms. Brenda Civiello, Administrative Assistant
Department of Transportation
Bureau of Engineering and Construction
PO Box 317546, 2800 Berlin Turnpike
Newington, CT 06131-7546**

Exam list candidates must include a copy of their exam letter. State employees must also include copies of last two service ratings received. Incomplete application packages will not be considered. Interviews will be limited to candidates whose experience and training most closely meet the requirements of this position. Applicants may refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobSearch.asp> to view the job specification. **Due to the large volume of applications received, we are unable to confirm receipt or provide status updates during the recruitment process. Please refrain from contacting us for these purposes.**

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.